Project Overview

A. Project Description

The 288,000 s.f. Kent Student Center opened in 1972 and is the primary center of student activity on campus. Over the past 47 years, the building has undergone many minor renovations to update its appearance and functionality to better serve students. Recently, the university completed a visioning and master planning exercise and plans to execute several phased projects to re-imagine the Student Center into a state-of-the-art hub of student life.

The primary challenge to the rehabilitation of the building is costly deferred maintenance and bringing the facility to current code compliance. The goal of the multi-phased projects is to identify a strategic approach to complete the asbestos abatement, install fire-protection systems and update the building infrastructure throughout the building. At the same time, each phase will re-program existing spaces as appropriate to new functions and update interior finishes and furniture.

Phase I is focused on “The Market” space which currently houses a dining operation that will move to another facility on campus in 2020. The proposed project includes approximately 13,000 s.f. of renovation to address deferred maintenance while providing new student-centered facilities for student organizations, outreach centers and casual study.

B. Scope of Services

The university has engaged several consultants to develop a Program of Requirements for the building. However, additional programming may be included in some phases of the overall project.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner’s project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the Ohio Facilities Construction Manual for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at https://ofcc.ohio.gov.

If executed in the contract, during the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.
For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience with university student centers/ student unions
2. Experience with multiple uses within a large student center, (i.e. ballrooms, restaurant, retail, meeting rooms, theaters and presentation venues)
3. Demonstrated design excellence in re-imagining aging facilities
4. Technical and engineering expertise to plan and execute complex phased projects in an occupied building
5. Hazardous materials assessment, estimating and bid documents

C. Estimated Budget / Funding

<table>
<thead>
<tr>
<th>State Funding:</th>
<th>$N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Funding:</td>
<td>$3,000,000.00</td>
</tr>
<tr>
<td>Construction Cost:</td>
<td>$2,060,000.00</td>
</tr>
<tr>
<td>Total Project Cost:</td>
<td>$3,060,000.00</td>
</tr>
</tbody>
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D. Anticipated Schedule

| Professional Services Start: | 06 / 19 |
| Construction Notice to Proceed: | 03 / 20 |
| Substantial Completion of all Work: | 08 / 20 |
| Professional Services Completed: | 09 / 20 |

E. Estimated Basic Fee Range (see note below)

9.5% to 10%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: Basic Services include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The Basic Fee includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The Estimated Basic Fee Range is calculated as a percentage of the Estimated Budget for Construction Cost above, including the Owner’s contingency. The Basic Fee excludes any Additional Services required for the project.

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture


H. Additional Service Providers Required

Hazardous Materials

I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.
Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the State of Ohio BIM Protocol available at the OFCC website at https://ofcc.ohio.gov.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E’s team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E’s Technical Proposal. Both forms can be accessed via the OFCC website at https://ofcc.ohio.gov. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

J. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at https://ofcc.ohio.gov.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.
Architect / Engineer Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name: Student Center Renovations - Phase I
Project Number: KSU-19L127
Proposer Firm:
City, State, Zip:

Selection Criteria | Value | Score
--- | --- | ---
1. Primary Firm Location, Workload and Size (Maximum 10 points)
   a. Proximity of firm to project site
      - Less than 125 miles: 5
      - 125 miles to 250 miles: 2
      - More than 250 miles: 0
   b. Amount of fees awarded by Contracting Authority in previous 24 months
      - Less than $500,000: 2
      - $500,000 to $2,000,000: 1
      - More than $2,000,000: 0
   c. Number of licensed professionals
      - Less than 5 professionals: 1 Max
      - 5 to 20 professionals: 2
      - More than 20 professionals: 3

2. Primary Firm Qualifications (Maximum 30 points)
   a. Project management lead
      Experience / ability of project manager to manage scope / budget / schedule / quality 0 - 10
   b. Project design lead
      Experience / creativity of project designer to achieve owner’s vision and requirements 0 - 5 Max = 20
   c. Technical staff
      Experience / ability of technical staff to create fully coordinated construction documents 0 - 10
   d. Construction administration staff
      Experience / ability of field representative to identify and solve issues during construction 0 - 5

3. Key Consultant Qualifications (Maximum 20 points)
   a. Key discipline leads
      Experience / ability of key consultants to perform effectively and collaboratively 0 - 15
   b. Proposed EDGE-certified Consultant participation*
      One point for every 2 percent increase in professional services over the EDGE participation goal 0 - 5

4. Overall Team Qualifications (Maximum 10 points)
   a. Previous team collaboration
      - Less than 3 sample projects: 1 Max = 3
      - 3 to 6 sample projects: 2
      - More than 6 sample projects: 3
   b. LEED** Registered / Certified project experience
      - Registered projects: 1 Max = 2
      - Certified projects: 2
   c. BIM project experience
      - Training and knowledge: 1 Max = 3
      - Direct project experience: 3
   d. Team organization
      Clarity of responsibility / communication demonstrated by table of organization 0 - 2

5. Overall Team Experience (Maximum 30 points)
   a. Previous team performance
      Past performance as indicated by evaluations and letters of reference 0 - 10
   b. Experience with similar projects / delivery methods
      - Less than 2 projects: 0 - 3
      - 3 to 9 projects: 4 - 6
      - More than 9 projects: 7 - 10
   c. Budget and schedule management
      Performance in completing projects within original construction budget and schedule 0 - 5
   d. Knowledge of Ohio Capital Improvements process
      - Less than 2 projects: 0 - 1
      - 2 to 4 projects: 2 - 3
      - More than 4 projects: 4 - 5

Subtotal:

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:
Name ____________________________
Signature ________________________
Date ____________________________

F110-02-2018-AUG
Publish Date: [leave blank]; Ohio Register #: [leave blank]